

SALLY BEAUMONT, CHAIRPERSON
RUTH BEIDEMAN
JAMIE MAGEE
JAMES MOSELEY
PENNY ORNDORFF
SCOTT PHILLIPS



LARRY SAVAGE
FRANCINE SHOCKLEY
ANNA SHORT
FRAN SMITH
JOHN WILLIAMS

Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

Minutes of Conference Planning Subcommittee Meeting

April 15, 2014

A special meeting of the Conference Planning Committee, which is a subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County, was held on April 15, 2014, at 10:00 a.m. in the conference room of the Sussex Academy located at 21150 Airport Road, Georgetown, Delaware.

The following persons were in attendance from the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County:

Sally Beaumont
Francine Shockley
Ruth Ann Beideman

Scott Phillips
Jamie Magee

Other attendees from the subcommittee were:

Patsy Brown
Lisa Celik
Randy Nelson

Ronnie Webb
Christine Steele
Doris Schonbrunner

Sally Beaumont, Chairperson, opened the meeting by recapping the progress on the conference to date. She stressed the “*Live Safe and Secure*” aspect of it. Sally then presented a draft budget for the **2014 LIVE Conference** based on 350 participants and 40 vendors, as follows:

Income

| | |
|---------------------------------|--------------|
| 2013 Balance carryover | \$ 1,100 |
| Sponsors (committed) | 2,500 |
| Nonprofit vendors (20 @ \$50) | 1,000 |
| For-profit vendors (20 @ \$200) | 4,000 |
| Ticket sales (350 @ \$5) | <u>1,750</u> |

Total Income

\$10,350

Expenses

| | |
|--|------------|
| Facility – \$50 per hour x 12 hours (7:00 a.m. - 5:00 p.m. + 2 hours) | \$ 600 |
| Food | 4,830 |
| Equipment rental (approximate) | 3,000 |
| Gift bags (350 bags @ \$1.50) | 525 |
| Ticket surcharge | <u>350</u> |

Total Expenses **- 9,305**

PROJECTED INCOME OVER EXPENSES **\$1,045**

There was discussion about the food, ticket cost, and facility rent. It was recommended that everything remain as proposed for now, with Pizza King as the caterer.

Scott Phillips and Sally Beaumont are going to work with Eventbrite to get address, telephone number, and e-mail address for all attendees and vendors. This will provide a database to use next year for contacts. Lisa Celik is contacting senior centers about doing registrations.

It was suggested that maybe Alexis McKenzie from House Calls could do a demonstration for the conference.

An invitation was extended to Delaware Attorney General Beau Biden's office for him to be the keynote speaker. His office explained that no commitment could be made earlier than six weeks prior to the conference.

After some discussion it was decided to contact Rita Landgraf, Delaware Secretary of Health and Human Services, about being a keynote speaker. Sally Beaumont is contacting Secretary Landgraf.

Jamie Magee contacted Lester Johnson with the Delaware Attorney General's office regarding the conference, and he has agreed to participate if he possibly can; if not, he will make sure there is an alternate to take his place. Jamie Magee will be the liaison to get information to Mr. Johnson as to his part in the conference. Other persons discussed as participants were Dawn Culp (a forensic nurse) and George Commaco representing the Delaware State Police. Sally Beaumont is contacting Jill McCoy about a third person to possibly be on a panel with Dawn and George.

Some changes were suggested to the afternoon schedule, and some contacts need to be made as follows:

- 1:00 p.m. – 1:30 p.m. Fall Prevention—Matter of Balance & Physical Therapist
(Sally Beaumont contacting a physical therapist)
- 1:30 p.m. – 2:00 p.m. Pharmacist
(Ruth Ann Beideman is contacting)

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2:00 p.m. – 2:15 p.m. Break
2:15 p.m. – 3:30 p.m. Debunking Medicaid Myths
3:30 p.m. – 3:45 p.m. Door prizes - must be present to win
Closing - Sally Beaumont

Ruth Ann Beideman is also to contact Gail Weinberg, the Home and Community Based Ombudsman, about participating in the conference.

The gymnasium at Sussex Academy where the conference is going to be held was toured. There was much discussion about how to best arrange the conference. A floor plan will be forthcoming.

The next meeting of the subcommittee will be held on Monday, May 19, 2014, immediately following the Advisory Committee's regularly scheduled meeting.

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Ruth Ann Beideman
Committee Member